

## Hillery, William R CIV N62306

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**From:** Bywater, Robert K CIV NAVOCEANO, 01C  
**Sent:** Tuesday, April 01, 2014 14:32  
**To:** 'doug.taylor@securadyne.com'  
**Cc:** Hillery, William R CIV N62306; Putman, Norma M CIV NAVOCEANO, 01N; Dudenhefer, Kimberly S CIV NAVOCEANO, N42; NAVO\_STNS\_ACCTG62306; NAVO, Warehouse; Burnett, Tanya R CIV NAVOCEANO, 01C  
**Subject:** FW: N62306-14-F-7S07-SECURADYNE SYSTEMS SOUTHEAST LLC-Bilateral Delivery Order for DISTRIBUTION  
**Attachments:** N62306-14-F-7S07 (3).pdf  
**Importance:** High  
**Categories:** Red Category

Team,

Please respond to this email to acknowledge receipt of the order.

Attached documents are your copies for the subject contracting action.

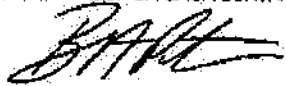

If you should have any questions, please contact the Contracting

Office representative identified therein.

V/R

Robert Bywater  
Naval Oceanographic Office  
Code 01C2 Contracts Division  
Bldg 1002 Room 104  
Stennis Space Center, MS 39522-5001  
228-688-5302  
Robert.Bywater@navy.mil

This email may contain information considered to be "Procurement Sensitive" and therefore shall be treated as such. Procurement Sensitive Information shall not be disclosed to any individual or organization without an official need to know. Procurement Sensitive Information shall be secured at all times. Failure to secure Procurement Sensitive Information or disclosure of such information may result in disciplinary actions.

<b>SOLICITATION/CONTRACT/ORDER FOR COMMERCIAL ITEMS</b> <i>OFFEROR TO COMPLETE BLOCKS 12, 17, 23, 24, AND 30</i>				1. REQUISITION NUMBER		PAGE 1 OF 14	
2. CONTRACT NO. GS-07F-0251N		3. AWARD EFFECTIVE DATE 28-Mar-2014		4. ORDER NUMBER N62306-14-F-7507		5. SOLICITATION NUMBER	
7. FOR SOLICITATION INFORMATION CALL:		a. NAME		b. TELEPHONE NUMBER (No Collect Calls)		8. OFFER DUE DATE/LOCAL TIME	
9. ISSUED BY NAVAL OCEANOGRAPHIC OFFICE CODE N44 CONTRACTS ATTN: TANYA R. BURNETT E-MAIL: TANYA.BURNETT@NAVY.MIL STENNIS SPACE CENTER MS 39522  TEL: 228-688-5796 FAX: 228-688-4121		CODE N62306		10. THIS ACQUISITION IS <input checked="" type="checkbox"/> UNRESTRICTED <input type="checkbox"/> SET ASIDE: % FOR <input type="checkbox"/> SS <input type="checkbox"/> HUBZONE SB <input type="checkbox"/> B(A) <input type="checkbox"/> SVC-DISABLED VET-OWNED SB <input type="checkbox"/> EMERGING SB SIZE STD: \$19.0M NAICS: 561621		11. DELIVERY FOR FOB DESTINATION UNLESS BLOCK IS MARKED <input type="checkbox"/> SEE SCHEDULE <input checked="" type="checkbox"/> 13a. THIS CONTRACT IS A RATED ORDER UNDER DPAS (15 CFR 700) 13b. RATING DO-CSE 14. METHOD OF SOLICITATION <input type="checkbox"/> RFQ <input type="checkbox"/> IFB <input type="checkbox"/> RFP	
15. DELIVER TO		CODE		16. ADMINISTERED BY		CODE	
SEE SCHEDULE				SEE ITEM 9			
17a. CONTRACTOR/OFFEROR SECURADYNE SYSTEMS SOUTHEAST, LLC JEFF TAYLOR 1502 N 9TH AVE PENSACOLA FL 32503-5520  TEL: 1-888-408-2234		CODE 6ZPN3		18a. PAYMENT WILL BE MADE BY DFAS CLEVELAND P. O. BOX 988022 CONTRACT PAYMENTS CLEVELAND OH 44199-8022		CODE N68732	
17b. CHECK IF REMITTANCE IS DIFFERENT AND PUT SUCH ADDRESS IN OFFER		FACILITY CODE		18b. SUBMIT INVOICES TO ADDRESS SHOWN IN BLOCK 18a. UNLESS BLOCK BELOW IS CHECKED <input checked="" type="checkbox"/> SEE ADDENDUM			
19. ITEM NO.		20. SCHEDULE OF SUPPLIES/ SERVICES		21. QUANTITY		22. UNIT	
		SEE SCHEDULE					
						23. UNIT PRICE	
						24. AMOUNT	
25. ACCOUNTING AND APPROPRIATION DATA  See Schedule						26. TOTAL AWARD AMOUNT (For Govt. Use Only)  \$94,784.50	
27a. SOLICITATION INCORPORATES BY REFERENCE FAR 52.212-1, 52.212-4. FAR 52.212-3, 52.212-5 ARE ATTACHED. ADDENDA <input type="checkbox"/> ARE <input type="checkbox"/> ARE NOT ATTACHED							
27b. CONTRACT/PURCHASE ORDER INCORPORATES BY REFERENCE FAR 52.212-4. FAR 52.212-5 IS ATTACHED. ADDENDA <input type="checkbox"/> ARE <input type="checkbox"/> ARE NOT ATTACHED							
28. CONTRACTOR IS REQUIRED TO SIGN THIS DOCUMENT AND RETURN 1 COPIES <input checked="" type="checkbox"/> TO ISSUING OFFICE. CONTRACTOR AGREES TO FURNISH AND DELIVER ALL ITEMS SET FORTH OR OTHERWISE IDENTIFIED ABOVE AND ON ANY ADDITIONAL SHEETS. SUBJECT TO THE TERMS AND CONDITIONS SPECIFIED HEREIN.				29. AWARD OF CONTRACT: REFERENCE <input type="checkbox"/> OFFER DATED YOUR OFFER ON SOLICITATION (BLOCK 5), INCLUDING ANY ADDITIONS OR CHANGES WHICH ARE SET FORTH HEREIN, IS ACCEPTED AS TO ITEMS:			
30a. SIGNATURE OF OFFEROR/CONTRACTOR 				31a. UNITED STATES OF AMERICA (SIGNATURE OF CONTRACTING OFFICER) 		31c. DATE SIGNED 04/01/14	
30b. NAME AND TITLE OF SIGNER (TYPE OR PRINT) BRUCE A. PONTIER REGIONAL VICE PRESIDENT		30c. DATE SIGNED 3/31/14		31b. NAME OF CONTRACTING OFFICER (TYPE OR PRINT) Michelle Guzman		31d. TEL: 228.688.4914 EMAIL: michelle.guzman@navy.mil	

AUTHORIZED FOR LOCAL REPRODUCTION  
PREVIOUS EDITION IS NOT USABLE

STANDARD FORM 1449 (REV 3/2005)  
Prescribed by GSA  
FAR (48 CFR) 53.212

<b>SOLICITATION/CONTRACT/ORDER FOR COMMERCIAL ITEMS</b> <i>OFFEROR TO COMPLETE BLOCKS 12, 17, 23, 24, AND 30</i>				1. REQUISITION NUMBER		PAGE 1 OF 14	
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8. OFFER DUE DATE/LOCAL TIME		9. ISSUED BY NAVAL OCEANOGRAPHIC OFFICE CODE N44 CONTRACTS ATTN: TANYA R. BURNETT E-MAIL: TANYA.BURNETT@NAVY.MIL STENNIS SPACE CENTER MS 39522  TEL: 228-688-5796 FAX: 228-688-4121		10. THIS ACQUISITION IS <input checked="" type="checkbox"/> UNRESTRICTED  SET ASIDE: % FOR  <input type="checkbox"/> SB <input type="checkbox"/> HUBZONE SB <input type="checkbox"/> 8(A) <input type="checkbox"/> SVC-DISABLED VET-OWNED SB <input type="checkbox"/> EMERGING SB  SIZE STD: \$19.0M NAICS: 561621		11. DELIVERY FOR FOB DESTINATION UNLESS BLOCK IS MARKED <input type="checkbox"/> SEE SCHEDULE  <input checked="" type="checkbox"/> 13a. THIS CONTRACT IS A RATED ORDER UNDER DPAS (15 CFR 700)  13b. RATING DO-C9E  14. METHOD OF SOLICITATION <input type="checkbox"/> RFQ <input type="checkbox"/> IFB <input type="checkbox"/> RFP	
12. DISCOUNT TERMS SEE SCHEDULE		15. DELIVER TO CODE		16. ADMINISTERED BY CODE			
SEE SCHEDULE		SEE ITEM 9					
17a. CONTRACTOR/OFFEROR SECURADYNE SYSTEMS SOUTHEAST, LLC JEFF TAYLOR 1502 N 9TH AVE PENSACOLA FL 32503-5520  TEL: 1-888-409-2234  FACILITY CODE		CODE 6ZPN3		18a. PAYMENT WILL BE MADE BY DFAS CLEVELAND P. O. BOX 998022 CONTRACT PAYMENTS CLEVELAND OH 44199-8022  CODE N68732			
<input type="checkbox"/> 17b. CHECK IF REMITTANCE IS DIFFERENT AND PUT SUCH ADDRESS IN OFFER		18b. SUBMIT INVOICES TO ADDRESS SHOWN IN BLOCK 18a. UNLESS BLOCK BELOW IS CHECKED <input checked="" type="checkbox"/> SEE ADDENDUM					
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30a. SIGNATURE OF OFFEROR/CONTRACTOR				31a. UNITED STATES OF AMERICA (SIGNATURE OF CONTRACTING OFFICER)		31c. DATE SIGNED	
30b. NAME AND TITLE OF SIGNER (TYPE OR PRINT)		30c. DATE SIGNED		31b. NAME OF CONTRACTING OFFICER (TYPE OR PRINT)  TEL: EMAIL:			

SOLICITATION/CONTRACT/ORDER FOR COMMERCIAL ITEMS (CONTINUED)					PAGE 2 OF 14	
19. ITEM NO.	20. SCHEDULE OF SUPPLIES/ SERVICES	21. QUANTITY	22. UNIT	23. UNIT PRICE	24. AMOUNT	
	SEE SCHEDULE					
32a. QUANTITY IN COLUMN 21 HAS BEEN <input type="checkbox"/> RECEIVED <input type="checkbox"/> INSPECTED <input type="checkbox"/> ACCEPTED, AND CONFORMS TO THE CONTRACT, EXCEPT AS NOTED: _____						
32b. SIGNATURE OF AUTHORIZED GOVERNMENT REPRESENTATIVE		32c. DATE	32d. PRINTED NAME AND TITLE OF AUTHORIZED GOVERNMENT REPRESENTATIVE			
32e. MAILING ADDRESS OF AUTHORIZED GOVERNMENT REPRESENTATIVE		32f. TELEPHONE NUMBER OF AUTHORIZED GOVERNMENT REPRESENTATIVE				
		32g. E-MAIL OF AUTHORIZED GOVERNMENT REPRESENTATIVE				
33. SHIP NUMBER <input type="checkbox"/> PARTIAL <input type="checkbox"/> FINAL	34. VOUCHER NUMBER	35. AMOUNT VERIFIED CORRECT FOR	36. PAYMENT <input type="checkbox"/> COMPLETE <input type="checkbox"/> PARTIAL <input type="checkbox"/> FINAL		37. CHECK NUMBER	
38. S/R ACCOUNT NUMBER	39. S/R VOUCHER NUMBER	40. PAID BY				
41a. I CERTIFY THIS ACCOUNT IS CORRECT AND PROPER FOR PAYMENT		42a. RECEIVED BY: <i>(Print)</i>				
41b. SIGNATURE AND TITLE OF CERTIFYING OFFICER		41c. DATE				
		42b. RECEIVED AT <i>(Location)</i>				
42c. DATE REC'D <i>(YY/MM/DD)</i>		42d. TOTAL CONTAINERS				

## Section SF 1449 - CONTINUATION SHEET

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
0001		1	Lot	\$94,784.50	\$94,784.50
	MAINTENANCE, INTRUSION DETECTION SYSTEM FFP ALL SUPPLIES AND SERVICES REQUIRED TO SUPPORT THE IDS FOR NAVO PER THE PERFORMANCE WORK STATEMENT INCORPORATED HEREIN. CONTRACTOR'S PROPOSAL IS INCORPORATED HEREIN BY REFERENCE. FOB: Destination				
				NET AMT	\$94,784.50
	ACRN AA CIN: N6230614PR015NV0001				
					\$94,784.50

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
0002		1	Lot	\$97,004.50	\$97,004.50
OPTION	MAINTENANCE, INTRUSION DETECTION SYSTEM FFP OPTION 1 ALL SUPPLIES AND SERVICES REQUIRED TO SUPPORT THE IDS FOR NAVO PER THE PERFORMANCE WORK STATEMENT INCORPORATED HEREIN. CONTRACTOR'S PROPOSAL IS INCORPORATED HEREIN BY REFERENCE. FOB: Destination				
				NET AMT	\$97,004.50

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
0003		1	Lot	\$99,956.60	\$99,956.60
OPTION	MAINTENANCE, INTRUSION DETECTION SYSTEM FFP OPTION 2 ALL SUPPLIES AND SERVICES REQUIRED TO SUPPORT THE IDS FOR NAVO PER THE PERFORMANCE WORK STATEMENT INCORPORATED HEREIN. CONTRACTOR'S PROPOSAL IS INCORPORATED HEREIN BY REFERENCE. FOB: Destination				

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NET AMT	\$99,956.60
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ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
0004		1	Lot	\$102,311.80	\$102,311.80
OPTION	MAINTENANCE, INTRUSION DETECTION SYSTEM FFP OPTION 3 ALL SUPPLIES AND SERVICES REQUIRED TO SUPPORT THE IDS FOR NAVO PER THE PERFORMANCE WORK STATEMENT INCORPORATED HEREIN. CONTRACTOR'S PROPOSAL IS INCORPORATED HEREIN BY REFERENCE. FOB: Destination				

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NET AMT	\$102,311.80
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ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
0005		1	Lot	\$105,172.15	\$105,172.15
OPTION	MAINTENANCE, INTRUSION DETECTION SYSTEM FFP OPTION 4 ALL SUPPLIES AND SERVICES REQUIRED TO SUPPORT THE IDS FOR NAVO PER THE PERFORMANCE WORK STATEMENT INCORPORATED HEREIN. CONTRACTOR'S PROPOSAL IS INCORPORATED HEREIN BY REFERENCE. FOB: Destination				
NET AMT					\$105,172.15

## INSPECTION AND ACCEPTANCE TERMS

Supplies/services will be inspected/accepted at:

CLIN	INSPECT AT	INSPECT BY	ACCEPT AT	ACCEPT BY
0001	Destination	Government	Destination	Government
0002	Destination	Government	Destination	Government
0003	Destination	Government	Destination	Government
0004	Destination	Government	Destination	Government
0005	Destination	Government	Destination	Government

## DELIVERY INFORMATION

CLIN	DELIVERY DATE	QUANTITY	SHIP TO ADDRESS	UIC
0001	POP 01-APR-2014 TO 31-MAR-2015	N/A	SEE SCHEDULE * MS FOB: Destination	N62306
0002	POP 01-APR-2015 TO 31-MAR-2016	N/A	SEE SCHEDULE VA FOB: Destination	N00055

0003	POP 01-APR-2016 TO 31-MAR-2017	N/A	(SAME AS PREVIOUS LOCATION) FOB: Destination	N00055
0004	POP 01-APR-2017 TO 31-MAR-2018	N/A	(SAME AS PREVIOUS LOCATION) FOB: Destination	N00055
0005	POP 01-APR-2018 TO 31-MAR-2019	N/A	(SAME AS PREVIOUS LOCATION) FOB: Destination	N00055

## ACCOUNTING AND APPROPRIATION DATA

AA: 1741804.60CM 257 62306 068566 2D R015NV  
 COST CODE: 623064SSFAPP  
 AMOUNT: \$94,784.50  
 CIN N6230614PR015NV0001: \$94,784.50

## CLAUSES INCORPORATED BY REFERENCE

252.201-7000	Contracting Officer's Representative	DEC 1991
252.225-7001	Buy American And Balance Of Payments Program	DEC 2012
252.225-7002	Qualifying Country Sources As Subcontractors	DEC 2012
252.232-7003	Electronic Submission of Payment Requests and Receiving Reports	JUN 2012

## CLAUSES INCORPORATED BY FULL TEXT

### 52.217-9 OPTION TO EXTEND THE TERM OF THE CONTRACT (MAR 2000)

- (a) The Government may extend the term of this contract by written notice to the Contractor; provided that the Government gives the Contractor a preliminary written notice of its intent to extend at least 30 days before the contract expires. The preliminary notice does not commit the Government to an extension.
- (b) If the Government exercises this option, the extended contract shall be considered to include this option clause.
- (c) The total duration of this contract, including the exercise of any options under this clause, shall not exceed five years.
- (End of clause)

### 252.232-7006 WIDE AREA WORKFLOW PAYMENT INSTRUCTIONS (JAN 2013) (DEVIATION)

- (a) *Definitions.* As used in this clause—



“Department of Defense Activity Address Code (DoDAAC)” is a six position code that uniquely identifies a unit, activity, or organization.

“Document type” means the type of payment request or receiving report available for creation in Wide Area WorkFlow (WAWF).

“Local processing office (LPO)” is the office responsible for payment certification when payment certification is done external to the entitlement system.

(b) *Electronic invoicing.* The WAWF system is the method to electronically process vendor payment requests and receiving reports, as authorized by DFARS 252.232-7003, Electronic Submission of Payment Requests and Receiving Reports

(c) *WAWF access.* To access WAWF, the Contractor shall—

(1) Have a designated electronic business point of contact in the Central Contractor Registration at <https://www.acquisition.gov>; and

(2) Be registered to use WAWF at <https://wawf.eb.mil/> following the step-by-step procedures for self-registration available at this web site

(d) *WAWF training.* The Contractor should follow the training instructions of the WAWF Web-Based Training Course and use the Practice Training Site before submitting payment requests through WAWF. Both can be accessed by selecting the “Web Based Training” link on the WAWF home page at <https://wawf.eb.mil/>

(e) *WAWF methods of document submission.* Document submissions may be via web entry, Electronic Data Interchange, File Transfer Protocol, or PayWeb.

(1) To access PayWeb, the vendor may go to the following site: <https://ononline.onr.navy.mil/payweb/>

(2) For instructions on PayWeb payment request submission, please contact the office identified below: (See paragraph (g))

(f) *WAWF payment instructions.* The Contractor must use the following information when submitting payment requests and receiving reports in WAWF for this contract/order:

(1) *Document type.* The Contractor shall use the following document type(s).

## **2-IN-1**

*(Contracting Officer: Insert applicable document type(s). Note: If a “Combo” document type is identified but not supportable by the Contractor’s business systems, an “Invoice” (stand-alone) and “Receiving Report” (stand-alone) document type may be used instead.)*

(2) *Inspection/acceptance location.* The Contractor shall select the following inspection/acceptance location(s) in WAWF, as specified by the contracting officer.

**SEE SCHEDULE** *(Contracting Officer: Insert inspection and acceptance locations or “Not applicable.”)*

(3) *Document routing.* The Contractor shall use the information in the Routing Data Table below only to fill in applicable fields in WAWF when creating payment requests and receiving reports in the system.

Routing Data Table\*

<i>Field Name in WAWF</i>	<i>Data to be entered in WAWF</i>
Pay Official DoDAAC	N68732
Issue By DoDAAC	N62306
Admin DoDAAC	N62306
Inspect By DoDAAC	N62306
Ship To Code	N62306
Ship From Code	N/A
Mark For Code	SEE SCHEDULE
Service Approver (DoDAAC)	N62306
Service Acceptor (DoDAAC)	N62306
Accept at Other DoDAAC	N/A
LPO DoDAAC	N62306
DCAA Auditor DoDAAC	N/A
Other DoDAAC(s)	N/A

(\*Contracting Officer: Insert applicable DoDAAC information or "See schedule" if multiple ship to/acceptance locations apply, or "Not applicable.")

(4) *Payment request and supporting documentation.* The Contractor shall ensure a payment request includes appropriate contract line item and subline item descriptions of the work performed or supplies delivered, unit price/cost per unit, fee (if applicable), and all relevant back-up documentation, as defined in DFARS Appendix F, (e.g. timesheets) in support of each payment request.

(5) *WAWF email notifications.* The Contractor shall enter the e-mail address identified below in the "Send Additional Email Notifications" field of WAWF once a document is submitted in the system.

**ACCEPTOR:** NORMA PUTMAN, 228-688-4453, [norma.putman@navy.mil](mailto:norma.putman@navy.mil)

(Contracting Officer: Insert applicable email addresses or "Not applicable.")

(g) *WAWF point of contact.*

(1) The Contractor may obtain clarification regarding invoicing in WAWF from the following contracting activity's WAWF point of contact.

**LPO:** KIMBERLY DUDENHEFER, 228-688-4350, [kimberly.dudenhefer@navy.mil](mailto:kimberly.dudenhefer@navy.mil)

(Contracting Officer: Insert applicable information or "Not applicable.")

(3) For technical WAWF help, contact the WAWF helpdesk at 866-618-5988.

(End of clause)

PERFORMANCE WORK STATEMENT

Security Systems Support

General Requirements:

1. Contractor shall provide, as needed, all supplies, maintenance, repair, and/or installation to support existing Electronic Security Systems (ESS) including Intrusion Detection System (IDS), and the Automated Access Control System (AACS) for all buildings and spaces under the control of the Naval Oceanographic Office, Stennis Space Center, MS.

Building Number: 1000, 1001, 1002, 1003, 1032, 1100\*, 1205\*, 8000\*, 9134, 9322, and 9605\*.

\* There is no AACS maintenance required at these annotated buildings.

2. As required, contractor shall repair or provide and install miscellaneous equipment/parts/components or (manufactured designated replacement parts), and any other equipment/parts/components not identified but required for the completion of each task in a satisfactory manner. This includes Software Support for the SIS Alarm Center program that is currently installed.

3. Contractor must have extensive knowledge of alarm, access control and CCTV systems with a minimum of five (5) years of experience with ESS/ ESS monitoring equipment and AACS equipment. Contractor shall be familiar with various manufacturers components currently in use to include (but not limited to) SIS, HES, Bosch, Radionics, and GE.

4. Upon notification by the NAVOCEANO Contracting Officers Representative, the Contractor shall provide the following on-call services, as required:

- a. Troubleshoot system malfunctions.
- b. Reconfigure the existing system to meet changing security needs.
- c. Replace malfunctioning parts/components as needed.
- d. Conduct alarm system tests for proper operation.

5. Upon notification by government representative, Response time for:

a. Regular maintenance/service calls shall be within 4 hours on working days, during normal working hours, 8:00 a.m. to 4:00 p.m. Monday thru Friday.

b. Priority service for Emergency calls shall be within 2 hours, during normal working hours and includes holidays and weekends.

6. Below is a list of the systems currently in place:

SIS - ALARM CENTER Monitoring/Dispatch program

KEYSCAN Access Control System

FACILITY COMMANDER Wnx Access Control System

DMP Panel

DMP KeyPad

## **QUALITY ASSURANCE SURVEILLANCE PLAN (QASP)**

### **Security Systems**

#### **I. Purpose:**

The Quality Assurance Surveillance Plan (QASP) provides a systematic method to evaluate performance for the contract. The QASP explains the following:

- What will be monitored.
- How monitoring will take place.
- Who will conduct the monitoring.
- How monitoring efforts and results will be documented.

This QASP does not detail how the contractor accomplishes work. The contractor, not the government, is responsible for management and quality control actions to meet the terms of the contract. The role of the government is quality assurance to ensure contract standards are achieved.

#### **II. Methods of QA Surveillance:**

Government quality assurance personnel will inspect task performance by:

- Observing actual performance;
- Checking an attribute of the completed task;
- Reviewing applicable reports; and
- Inspecting the task results to determine whether or not the performance meets the performance standards.

Surveillance shall be in accordance with Attachment (A), Quality Assurance Surveillance Matrix. In all cases, surveillance shall not be so intrusive as to impact the contractor's successful accomplishment of the mission.

#### **III. Frequency:**

The COR will prepare and submit to the Contracting Officer a quarterly surveillance report. Out of cycle reports may be submitted in support of unacceptable performance identified during the performance period or when there is a significant change in performance that alters the assessment in one or more evaluation areas.

The Contracting Officer Representative (COR) and/or Contracting Officer will provide timely feedback to the contractor on unacceptable performance. Prompt feedback is essential so the contractor can develop and implement a corrective action plan.

#### **IV. Performance Areas:**

*Quality:* By monitoring the Contractor, the COR will determine whether the performance levels set forth in the contract have been attained. Quality levels for all tasks are specified in the QASP matrix, Attachment A. The COR will assess the Contractor's conformance to contract requirements, specifications and standards of workmanship (e.g. commonly accepted technical, professional, environmental, or safety and health standards).

*Schedule:* The COR will assess the timeliness of the Contractor against the completion of the contract, task orders, milestones, delivery schedules, and administrative requirements (e.g. efforts that contribute to or effect the schedule variance).

*Business Relations:* The COR will assess the integration and coordination of all activity needed to execute the contract, specifically the timeliness, completeness and quality of problem identification, corrective action plans, proposal submittals, the contractor's history of reasonable and cooperative behavior (to include timely identification of issues in controversy), and customer satisfaction.

*Frequency:* During performance of this contract, the COR or TPOC will conduct inspection of the all task order deliverables.

#### **V. Possible Ratings:**

- **Exceptional.** Indicates the performance clearly exceeds many of the contractual requirements and the excesses are beneficial to the Government. There are few minor problems for which the corrective actions are highly effective. Customer is completely satisfied.
- **Very Good.** Indicates the performance clearly exceeds some of the contractual requirements and the excesses are beneficial to the Government. There are some minor problems for which the corrective actions are effective. Customer is highly satisfied.
- **Satisfactory.** Indicates the performance clearly meets all of the contractual requirements. There are some minor problems for which the corrective actions are satisfactory. Customer is satisfied.
- **Marginal.** Indicates the performance does not meet some of the contractual requirements. There are serious problems but recovery is still possible. Corrective actions are marginally effective and/or not fully implemented.
- **Unsatisfactory.** Indicates the performance does not meet most of the contractual requirements. There are serious problems and recovery is not likely. Corrective actions are ineffective.

#### **VI. Documentation.**

Documentation used and referenced to perform surveillance will consist of technical reports, contractor plans and procedures, schedules, customer feedback and contract data and software requirements. During the course of the contract/task order, the COR retains a copy of all inspection schedules and surveillance activity logs. At the end of the surveillance period, the COR forwards a surveillance report for inclusion in the contract file.

#### **SECURITY SUPPORT**

Quality Assurance Surveillance Plan for Maintenance, Repair and Installation of Security Systems				
Task #	Required Service	Performance Standards	Monitoring Method	Contractor Incentive

1)	Response time is within 4 hours on working days, during normal working hours 0800 to 1600 Monday thru Friday. Priority service for Emergency calls shall be within 2 hours, during normal working hours and includes holidays and weekends.	<ol style="list-style-type: none"> <li>1. Exceptional is defined as response to service calls as stated in the PWS.</li> <li>2. Satisfactory is defined as delivery on the due date.</li> <li>3. Unsatisfactory is defined as response to service calls in excess of agreed time.</li> </ol>	TPOC will report/document non-compliance, within one week of delivery.	Satisfactory or Exceptional ratings on past performance.
2)	A preparatory coordination meeting shall be held five (5) business days after the contract award date and start of POP for each CLIN. The government representatives and contractor shall meet at a location determined by the government.	<ol style="list-style-type: none"> <li>1. Exceptional is defined as completion two or more days prior to the due date.</li> <li>2. Satisfactory is defined as completion on the due date.</li> <li>3. Unsatisfactory is defined as completion in excess of ten business days after the due date.</li> </ol>	TPOC inspection of meeting attendance.	Satisfactory or Exceptional ratings on past performance.
3)	The contractor shall provide "documents" deliverables as required based on the SOW tasks specifications.	<ol style="list-style-type: none"> <li>1. Exceptional is defined as: meeting format standard, and comprehensively meeting content standards (with great detail (completeness) and clarity (usability) it covers all steps, set-ups, system requirements and parameterizations necessary to perform specified function).</li> <li>2. Satisfactory is defined as: meeting format standard, and minimally meeting content standards (with adequate detail (completeness) and sufficient clarity (usability), it covers steps, set-ups, system requirements and parameterizations) necessary to perform specified function.</li> <li>3. Unsatisfactory is defined as: not meeting format standard and not meeting the content standard (significant omissions - 5 or more steps, set-ups, system requirements and parameterizations necessary to perform specified</li> </ol>	TPOC will review contractor deliverables and perform 100% inspection to ensure completeness and full functionality of equipment and programs.	Satisfactory or Exceptional ratings on past performance.

		functions).		
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### CONTRACT ADMINISTRATION PLAN

In order to expedite the administration of this deliver/task/purchase order/Contract, the following delineation of duties is provided including the names, addresses and phone numbers for each individual as specified. The individual designated having the responsibility should be contacted for any questions, clarifications, or information regarding the administration functions assigned.

#### A. The Contracting Officer is responsible for:

1. All pre-award and post-award actions, information, questions or data;
2. Freedom of Information inquiries;
3. Changes, questions, and/or information regarding the scope, terms or conditions of the task order; and/or,
4. Arranging the post award conference.

CO: Michelle Guzman  
 Naval Oceanographic Office  
 1002 Balch Blvd.  
 Stennis Space Center, MS 39522-5001

Phone: 228-688-4914  
 Fax: 228-688-4121  
 Email: michelle.guzman@navy.mil

#### B. The Contracting Officer's Representative (COR) is responsible for:

1. Liaison with personnel at the Government installation and the contractor personnel on site;
2. Technical advice/recommendations/clarification on the statement of work;
3. Quality assurance of services performed and acceptance of the services or deliverables;
4. Government furnished property;
5. Security requirements on Government installation;
6. Providing the CO with appropriate funds for issuance of incremental funding; and/or;
7. The issue of written work requests for each task under the contract and;
8. Certification of invoice for payment.

NOTE: When, in the opinion of the contractor, the COR requests effort outside the existing scope of the task order, the Contractor shall promptly notify the Contracting Officer in writing. No action shall be taken by the contractor under such direction until the Contracting Officer has issued a modification to the task order. THE COR DOES NOT HAVE AUTHORITY TO DIRECT THE ACCOMPLISHMENT OF EFFORT WHICH IS BEYOND THE SCOPE OF THE STATEMENT OF WORK IN THE CONTRACT.



COR: Ms. Norma Putman  
Naval Oceanographic Office  
1002 Balch Blvd, 01N  
Stennis Space Center, MS 39522-5001

Phone: 228-688-4453  
Fax: 228-688-4881  
Email: norma.putman@navy.mil

#### NMCARS 5237.102 POLICY

The contractor shall report ALL contractor labor hours (including subcontractor labor hours) required for performance of services provided under this contract for the **INTRUSION DETECTION SYSTEM SUPPORT** via a secure data collection site. The contractor is required to completely fill in all required data fields using the following web address <https://doncmra.nmci.navy.mil>.

Reporting inputs will be for the labor executed during the period of performance during each Government fiscal year (FY), which runs October 1 through September 30. While inputs may be reported any time during the FY, all data shall be reported no later than October 31 of each calendar year. Contractors may direct questions to the help desk, linked at <https://doncmra.nmci.navy.mil>

#### ADDENDA

THE TERMS AND CONDITIONS OF GSA CONTRACT GS-07F-0251N ARE HEREBY INCORPORATED.

MARK ALL PACKAGES AND PAPERS WITH TASK ORDER N62306-14-F-7S07.

#### INSPECTION AND ACCEPTANCE AT DESTINATION

The Naval Oceanographic Office Technical Point of Contact shall perform inspection and acceptance, of the supplies or services to be furnished hereunder, at destination within the 7-day constructive acceptance period.

#### INVOICING INSTRUCTIONS:

INVOICES ARE TO BE PREPARED AND SUBMITTED MONTHLY IN ARREARS IN ACCORDANCE WITH THE INVOICE SUBMISSION REQUIREMENTS SET FORTH IN THE APPLICABLE GSA CONTRACT. (SEE ALSO WIDE AREA WORK FLOW CLAUSE).

THE BILLABLE AMOUNT UNDER THIS CONTRACT IS (11) MONTHLY PAYMENTS OF \$7,898.71 AND (1) MONTHLY PAYMENT OF \$7,898.69.

The contractor's final invoice must be submitted within six (6) months of the contract performance end date to facilitate streamlined contract closeout.